

Pass-Through Entity Tax Electronic Filing Waiver Request

Complete this form to request a waiver if you are unable to file and/or pay your Pass-through Entity (PTE) tax electronically, or need time to do so. Provide all information.

Waivers may be granted for up to one year. If you need additional time once the waiver period ends, you must submit a new waiver request.

Pass-Through Entity Information

If you are a Tax Preparer submitting requests for multiple pass-through entities (PTEs), provide your contact information below and attach a list of all PTEs with the Name and FEIN of each PTE included.

- Pass-Through Entity Name: _____
- FEIN: _____
- Mailing Address: _____

- Contact Name: _____
- Phone Number: _____
- Waiver Requested Until (Enter Date): _____

Reason for Waiver Request

Fax to: (804) 367-3015 OR

Mail to: Virginia Department of Taxation
Waiver Requests
PO Box 27423
Richmond, VA 23261